



Non-Commercial Purpose

PUBLIC RECORDS REQUEST

All information on this form is subject to disclosure in response to a public records request.

REQUESTER NAME

DATE

PROVIDE RECORDS VIA E-MAIL

PROVIDE RECORDS VIA U.S. MAIL (ADDRESS)

Please Note: Public records are maintained in various locations and, some records may contain private or sensitive information that requires additional review and possible redaction. Additional time may be needed to process requests involving these types of records and an estimated time frame will be communicated to the requestor.

Documents Requested: (Please be as specific as possible)

To be completed by City Staff

AMOUNT RECEIVED

PAYMENT RECEIVED IN FORM OF: ☐ CASH ☐ CHECK ☐ CREDIT CARD ☐ OTHER

CUSTODIAN OR COORDINATOR WHO FILLED THIS REQUEST

DATE REQUEST FILLED

THE FOLLOWING TYPES OF INFORMATION WERE REDACTED

REASON THAT NO RECORDS WERE PROVIDED

PAGE COUNT OF RECORDS PROVIDED

COST OF COPIES

OTHER